

Job Description
La Porte Community Schools

JOB TITLE: School Resource Officer

SUMMARY: Primary responsibility of the SRO is serving as a liaison and resource person between school personnel and law enforcement. The officer shall communicate his/her status as a police officer with students, parents, and staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Serve as a member of the guidance/administrative team in the best interest of students and shall work with school administrators, school counselors, parents, students, and public agencies charged with the welfare of students.
2. Supervise and support safe school initiatives within the school setting.
- 3... Enforce established school and corporation student conduct code as directed by the school administration.
4. Assist administrators in tasks such as investigating theft, break-ins, vandalism, assaults, drug/alcohol violations and other areas as directed by school administration.
5. Assist school administration, as directed, in general supervision of school events before, during and after regular school hours.
6. Assist with arrival and dismissal procedures as directed. Assist with administration to address student and/or adult loitering on school grounds
7. Assist administration in communicating with parents/guardians as needed.
8. Cooperate with law enforcement in the supervision and maintenance of traffic control around school buildings.
9. Communicate with students, parents, and community as to his presence within the school setting and his assigned roles.
10. Assist and facilitate communication with juvenile authorities and juvenile court in support of crime prevention and corrective action as needed.

EDUCATION and/or EXPERIENCE:

Required: Experience in law enforcement, currently an officer employed by a municipal or county law enforcement department. Experience working with youth and public schools. A valid Indiana driver's license is also required.

LANGUAGE SKILLS:

Ability to read, interpret, and draft necessary documents such as state and federal reports, procedure policies and guidelines. Ability to write routine and specialized reports and correspondence. Ability to speak effectively before the school board, superintendent, school administrators, faculty, parent groups, and the general public.

MATHEMATICAL SKILL:

Ability to calculate figures and amounts as they relate to budgets, proportions, percentages, and areas. Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, ratios, and proportions to practical situations. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret, and formulate, a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to touch, handle or feel objects; and, reach with the hands and arms. The employee is required to sit, occasionally stoop, and kneel; and, taste or smell.

The individual must occasionally move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The individual should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public-address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, and computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is exposed to outside weather conditions and variable home conditions. The noise level in the work environment is usually moderate to quiet.

TERMS OF EMPLOYMENT: Two hundred and twenty (220) day calendar. 7:00 A.M to 4:00 P.M. Monday through Friday. Salary to be determined by contract negotiated between the municipality and school corporation as approved by both party's authorized board or agency.